

Mango Park HOA

Covenant Enforcement Policy and Procedures

Adopted: July 18, 2023

Policy Overview

When a home is purchased in Mango Park, the buyer agrees to abide by the Mango Park 'Governing Documents'. These documents provide a legal foundation to maintain the high quality and value of our community. These documents include:

- Homeowners' Association Act - Chapter 720 - Florida Statute
- Mango Park HOA Governing Documents
 - Articles of Incorporation
 - By-Laws
 - Landscape Guidelines/ARB
 - Deed Restrictions-Declaration of Covenants, Conditions and Restrictions
 - Covenant Enforcement Policy and Procedures

These documents and the 'Violation Notice' form are available in the Homeowners Manual and on the web site:

<http://www.mangoparkhoa.com>

The HOA Board has the responsibility to enforce the Governing Documents. Often, a homeowner is not aware he/she is violating a specific provision of the community rules. A notification is intended to advise the owner of the violation details and to provide adequate time to resolve the issue. A list of common violations is in Appendix A.

Procedures Summary

Violation Discovery

- Any homeowner can submit a Violation Notice form (on website) that includes the violation description and the specific Governing Document provision(s) to the property manager.
- The property manager may also create a Violation Notice.

Violation Verification

- The HOA Board President or designated board member(s) verifies the violation and decides to either not take action or inform the property manager to notify the homeowner.

Homeowner Notification

- Property manager sends courtesy letter/first violation notice to homeowner advising the owner about the rules and gives 10 days to respond or comply. (See Appendix B for additional information.)

Violation Resolved

- Homeowner resolves the violation and advises the property manager.
- Property manager notes resolution date on Violation Notice form and files it in archives.

Violation Not Resolved

- If no response to first violation notice, on the 10th day the property manager sends 'Second Violation Notice' to homeowner, again with 10 days to respond or comply. This notice advises that a failure to respond/comply may result in a third notice and fine.
- If no response to second violation notice (homeowner fails to resolve violation), the BOD meets (48 hours prior notice) to decide to fine or not, set the fine amount and sets a date for an Appeals Committee hearing giving at least 14 days notice to homeowner.

Appeals Committee Hearing (48 hours prior notice) (3 members not on BOD or any BOD family members)

- Violation Notices sent to Homeowner are reviewed by the committee.
- Homeowner presents reasons why he/she is not in violation. (Not mandatory)
- Minutes are recorded.
- Committee members vote to confirm or reject the fine (majority needed); advise BOD of decision.

Fine Confirmed

- Property manager sends a 'fine imposed' letter to homeowner.

Homeowner Fine Payment

- Due 14 days from date of 'fine imposed' letter. Failure to pay could result in a lien per Bylaw 6.02.
Note: If a lien is filed, bylaw 6.02 states that before foreclosure the homeowner has a right to a hearing before the board and may be represented by counsel.

Appendix A: Common Violations and Potential Fines

1. Deed Restrictions/Covenants Article 6.6:
Trash, recycling bin, or yard waste not properly secured or bin(s) not stored out of sight on non-pickup days.
Potential Fine: \$50/offense.
2. Architecture Review Board (ARB) Landscaping Guidelines and Deed Restrictions/Covenants Articles 6.4, 6.5 and 6.7:
Yard and or landscape feature not meeting ARB requirements or failure to get ARB approval before making visual changes to the street side or neighbor facing areas of the home or yard.
Potential Fine: \$100/offense.
3. Deed Restrictions/Covenants Articles 6.8:
Commercial and Recreational Vehicles: parked or stored outside on a lot.
Potential Fine: \$100/offense.
4. Deed Restrictions/Covenants Article 6.16:
More than 6 rentals in a calendar year and/or failure to submit a valid Rental Tracking Form prior to a rental.
Potential Fine: \$500/offense.

An offense can be interpreted as a new offense for each day the violation continues per Mango Park Bylaws Section 6.02.

Appendix B: How Violation Notices Work

If a first violation notice is sent to a homeowner and the violation is resolved and then the homeowner repeats the same type of violation within days or years, the notice for the repeat violation will be the second notice and so on.